DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records and Management Division

SCHEDULE NO. 1587

PAGE NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

	AGENCY	DIVISION
item No.	Description .	Retention
1	General correspondence: Administrative, correspondence of incoming, outgoing. Campus, Regional offices and sections correspondence, reports, memorandums. Statistical, announcements and bulletins and mailing materials. Programs, Policy and Procedures, Facility reports, and Reference materials. Equipment and building operational instructions. Includes master/form related operation of MFRI, and Special project files.	Screen annually and destroy material for which no further reference is required. Materials (directives, policies, statistics, facility reports, etc.) that relate to development and operation of agency be retained permanently in paper form in MFRI, archives.
2	 Vehicle Records: A. Mileage logs, emissions, credit cards and bridge books. B. Record of vehicle maintenance, history of vehicles, accident reports, inspection reports 	Retain for 3 years or until audit require-ments are met, then destroyers. Retain for 3 years after disposal of
3	reports on vehicles disposed of. Accounting Records:	vehicle, then destroy.
	A. Requisitions, etc. related to purchase of equipment, supplies and materials for use in fire training.	Retain for 3 years or until all audit requirements are met, then destroy.
	B. Requisitions and material related to purchase of general construction loan equipment and less-than, non-capital equipment, supplies and materials purchased for UMCP and the six regional centers around Maryland.	Retain material for 5 years or until audit requirements are met, then destroy.

Schedule Approved by the Department, Agency, or Division Representative

Schedule Authorized by

DGS-550-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

NO. 1587

		NO. 2 of 2		
Item No.	Description	Retention		
4	Personnel Folders:			
	Containing information on full-time employees, instructors and students.	Retain for 3 years beyond termination of employee, then destroye		
5	Facility Use Reports:			
	Logistical Support Requests for classes, courses required, facility used, equipment to be used and vehicle needed to support classes.	Retain for 3 years, than destroyed.		
-	UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR DOCUMENTS, THREE YEARS FOR NON MONETARY FEDERAL RELATE THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UND SIX YEARS, THREE MONTHS FOR MONETARY FEDERAL RELATED D \$25,000.	D DOCUMENTS, ER \$25,000 AND		
*	IF MFRI ARCHIVES ARE NOT AVAILABLE, MATERAIL HAVING PE	RMANENT		

RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.

4 (4) (4)						
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE OF 3			
1.AGENCY University of Maryland at College Park	2. DIVISION Presidents	Office	3. UNIT MD Fire & Rescue Institut			
			Logistical Support Section			
		AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE			
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR			
General Correspondence						
Incoming and Outgoing Correspon Procedures. Announcements, Bull	INCLUDE THE PURPO Idence, Report etins, Mailin ling Operation	ose or function of the s. Memorandums, S ig materials. Fac	SERIES.) Statistics, and Policies and			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME	_		
LETTER SIZE MICROFILM		_	FILE DRAWER(S) 32 D MICROFILM(S)			
☐ LEGAL SIZE ☐ COMPUTER TAPE	A ALPHABETICAL NUMERICAL		NUMBER COMPUTER TAPE(S)			
□ BOUND BOOK □ FLOPPY DISK	1		☐ OTHER(SPECIFY)			
audio tape □ video tape	1	ONOLOGICAL				
OTHER(SPECIFY)	1 ',	GRAPHICAL	10. ANNUAL ACCUMULATION			
	OTHE	ER(SPECIFY)	/3			
			NUMBER MICROFILM REEL(S) COMPUTER TAPE(S)			
		i	OTHER(SPECIFY)			
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11. FILE IS USED		12. FILE BECOMES INACT	IVE AFTER			
A DAILY A, WEEKLY D MONT	HLY	NUMBER OF MONTHS(S) TEARS(S)				
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DU				
Bldg. 199, 2nd floor, Rooms 210	6, 2102	(IF YES, SPECIFY AGENCY OR OFFICE) U YES NO				
15. ACCESS RESTRICTIONS ☐ YES X NO		16. AUDIT REQUIREMENT	rs			
(IF YES, CITE LAW(S) & REGULATION(S)						
		□ NONE 🕱 STA	TE G FEDERAL G INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18 RECOMMENDED RETENTION Screen annually and destroyed materials for which no further reference is required. Materials (directives, policies statistics, facility reports, etc.), that relate to development and operation of agency to be retained permanently in paper form in MFRI, archives.				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU		21. DATE			
Jeanne Dorfman, Sect.	405-7213		11/4/93 11/29/93			

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		Y OF MARYLAND	AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COL	AT LEGE PARK	PAGE _	2 of 5	
1.AGENCY University of Maryland at College Park	Office	3. UNIT MD Fire & Rescue Institute Logistical Support Section			
		ECORDS NORMALLY FILED ANT AND DISPOSITION PURPOSES	D USED AS A UNIT FOR	REFERENCE	
4 RECORD SERIES TITLE Vehicle Records		5. EARLIEST YEAR/LATEST YEAR 1987 TO present			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES.		NFORMATION/DOCUMENT			
A. Mileage logs, emissions, cr					
B. Record of vheicle maintenar accident reports, inspectio	ice, history c on reports, ar	of vehicle mainte nd reports on vhe	nance, histor icles dispose	y of vehicles, d of.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	FILE DRAWER(S)	
🕱 LETTER SIZE 🗆 MICROFILM	⅓ ALPH	ABETICAL	(MICROFILM(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	X NUM		NUMBER -	COMPUTER TAPE(S)	
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OTHER(SPECIFY)	İ	ER(SPECIFY)	_	MULATION FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)	
11. FILE IS USED	!	12. FILE BECOMES INACT	TVF AFTER		
M DAILY MEEKLY MONTH	MONTHS(S) YEARS(S)				
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Bldg. 199, 2nd floor, Rooms 210	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES A NO				
15. ACCESS RESTRICTIONS TYES A NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS O NONE STATE O FEDERAL O INDEPENDENT 18. RECOMMENDED RETENTION A: Retain for 3 years or until audit requirements are met. B: Retain for 3 years after desposal of vehicle, then destroyed.				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES A NO					
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NI	<u>I</u> UMBER	21. DATE		
Jeanne Dorfman, Sect.	405-72	213	11/4/93	11/29/93	

K. N. C. Carlotte, C. C. Carlott					
<u>Instructions</u> : type or print a separate form for each new or	UNIVERSIT	Y OF MARYLAND	AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	соп	AT LEGE PARK	PAGE 3 OF 5		
1.AGENCY University of Maryland at College Park	The Tite a Nescue				
DEFINITION DECORD SERVE.		ECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE		
4. RECORD SERIES TITLE Accounting Records			5. EARLIEST YEAR/LATEST YEAR 1989 TO present		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRINTHE SERIES. A. Requisitions, etc. related to p	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	SERIES.)		
fire training. B. Requisitions and material relat less-than, non-capital equipmen six regional centers around Mar	ed to purchas t, supplies a	e of general con:	struction loan equipment and		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES S	SEQUENCE	9. VOLUME S. FILE DRAWER(S)		
LETTER SIZE MICROFILM	M AIPH	ABETICAL	14 D MICROFILM(S)		
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□ BOUND BOOK □ FLOPPY DISK		ONOLOGICAL	☐ OTHER(SPECIFY)		
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□ other(specify)	• •		10. ANNUAL ACCUMULATION		
	l GIRE	ER(SPECIFY)	5 S FILE DRAWER(S)		
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			COMPUTER TAPE(S) OTHER(SPECIES)		
			☐ OTHER(SPECIFY)		
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11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER			
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Bldg. 199, 2nd floor, Rooms 210	6, 2102	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) (IF YES A NO			
15. ACCESS RESTRICTIONS ☐ YES NO		16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULATION(S)		□ NONE STATE □ FEDERAL □ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) PYES NO		18 RECOMMENDED RETENTION A. Retain for 3 years or until all audit requirements are met, then destroyed. B. Retain material for 5 years or until audit requirements are met then destroyed.			
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NU	UMBER	21. DATE		
Jeanne Dorfman, Sect.	405-72	13	11/4/93 11/29/93		

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		Y OF MARYLAND AT LEGE PARK	AGENCY RECORDS INVENTORY PAGE 4 OF 5 3. UNIT MD Fire & Rescue Institute Logistical Support Section		
1. AGENCY University of Maryland at College Park	2. DIVISION Presidents	Office			
DEFINITION DECOME SEMIES.		ECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERE	NCE	
4. RECORD SERIES TITLE Personnel Folders		5. EARLIEST YEAR/LATEST YEAR TO present			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION IN THE SERIES. Containing information on full-	INCLUDE THE PURPO	OSE OR FUNCTION OF THE	SERIES.)		
7. RECORD SERIES FORMAT(S) 7. RECORD SERIES FORMAT(S) MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	□ NUME	ABETICAL	2 □ MICRO COMI	DRAWER(S) OFILM(S) PUTER TAPE(S) ER(SPECIFY)	
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Bldg. 199, 2nd floor, Rooms 210 15. ACCESS RESTRICTIONS TYPES AND NO (IF YES, CITE LAW(S) & REGULATION(S)					
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO	18. RECOMMENDED RETENTION Retain for 3 years beyond termination of employee, then destroyed.				
19. NAME AND TITLE OF PREPARER 20. TELEPHONE NU Jeanne Dorfman, Sect. 405-72			21. DATE 11/4/93	11/29/93	

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1. AGENCY University of Maryland at College Park	2. DIVISION Presidents	2. DIVISION Presidents Office		3. UNIT MD Fire & Rescue Institute Logistical Support Section		
		ECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	·			
4. RECORD SERIES TITLE		20, 25, 10, 10, 10, 10, 10, 10, 10, 10, 10, 10	5. EARLIEST YEAR	/LATEST YEAR		
Facility Use Reports		<u> 1990</u> то present				
6 RECORD SERIES DESCRIPTION (BRIEFLY DESCRIPTION) IN THE SERIES. Logistical Support Requests for used and vehicle needed to supp	include the purpo classes, cou	OSE OR FUNCTION OF THE	SERIES.)			
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15. ACCESS RESTRICTIONS TYES TO NO (IF YES, CITE LAW(S) & REGULATION(S)						
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19. NAME AND TITLE OF PREPARER Jeanne Dorfman, Sect 20. TELEPHONE NU. 405-72			21. DATE 11/4/93	11/29/93		